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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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August 26, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
AGOURA ANIMAL CARE CENTER
HORSE FACILITY PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE CAPITAL PROJECT AND BUDGET
SPECS. 7303; CAPITAL PROJECT NO. 69750
THIRD DISTRICT
(3 VOTES)**

SUBJECT

The recommended actions will establish the capital project, approve the proposed Agoura Animal Care Center Horse Facility Project scope and budget, and authorize the Department of Public Works to deliver the proposed Project for the Department of Animal Care and Control.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Agoura Animal Care Center Horse Facility Project is categorically exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish the Agoura Animal Care Center Horse Facility Project, Capital Project No. 69750, approve the total Project budget of \$350,000, and authorize the Director of Public Works, or her designee, to deliver the Project.
3. Authorize the Director of Public Works, or her designee, to complete the site improvements for the Agoura Animal Care Center Horse Facility Project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will establish a new horse facility at the Agoura Animal Care Center, located at 29525 Agoura Road, in the City of Agoura Hills, for the Department of Animal Care and Control (Animal Control) to enhance their ability to house and care for horses, by authorizing the Department of Public Works (Public Works) to deliver the proposed Agoura Animal Care Center Horse Facility Project (Project).

Since 2008, Animal Control has seen a dramatic increase in the number of unwanted or neglected horses. Many horses arrive malnourished and require a safe and humane housing facility in which they may regain weight and recover from any injuries. This new horse facility will expand Animal Control's ability to temporarily accommodate horses evacuated during emergencies, such as fires or other natural disasters. Horse owners in the surrounding areas will be able to find a safe temporary refuge for evacuated horses. In addition, expanding horse housing at the Agoura Animal Care Center will expand their ability to participate in horse adoption programs currently underway at the Lancaster and Castaic Animal Care Centers.

The proposed Project consists of the acquisition and installation of a new 2,050 square-foot prefabricated horse facility with ten stalls, and construction of associated site improvements at the Agoura Animal Care Center. The site improvements will include minor earthwork and grading to create a level pad area for the horse facility, construction of a paved fire access turnaround, and installation of security lighting and underground power and water utility tie-ins for the horse facility.

The proposed acquisition and installation of the horse facility is tentatively scheduled to be completed by February 2015 through a purchase order under the Internal Services Department's (ISD) purchasing program.

The site improvements will be completed concurrently with the horse facility installation by Public Works using a Board-approved Job Order Contract (JOC).

Green Building/Sustainable Design Program

The proposed Project will support the Board's Policy for Green Building/Sustainable Design Program to the extent feasible by incorporating sustainable design features to optimize energy and water use efficiency.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Service Delivery (Goal 3), by investing in public infrastructure that will provide improved animal care and control services for County of Los Angeles residents.

FISCAL IMPACT/FINANCING

The total proposed Project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$350,000. The Project Schedule and Budget Summary are included in the Attachment.

The proposed Project is fully funded by the Third Supervisorial District one-time prior year net County cost. Sufficient appropriation is available in the Fiscal Year 2014-15 Capital Projects/Refurbishment Budget, under Capital Project No. 69750, to fully fund the proposed Project.

Operating Budget Impact

Following completion of the proposed Project, Animal Control will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operational costs and will request funding as required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board adopted a policy whereby departments are required to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisitions to the County Purchasing Agent. The acquisition and labor installation costs associated with the proposed Project will be less than \$100,000 and, therefore, the acquisition of the prefabricated horse facility falls under the statutory authority of the County Purchasing Agent.

Pursuant to the Board's Civic Arts Policy, adopted December 7, 2004, and amended on December 15, 2009, the proposed Project is exempt from the Civic Art Policy funding allocation requirement because the proposed Project value is less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The proposed Project, to install a prefabricated horse facility with ten stalls and associated site improvements, including minor earthwork and grading, construction of a paved fire access turnaround, and installation of security lighting and underground power and water utility tie-ins within the existing Agoura Animal Care Center site, is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15303(c), (d), and (e), and 15304 (a) of the CEQA Guidelines, and Classes 3(a), (b), (d), and (k), and 4(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, which address construction and placement of new small facilities and structures. No trees will be removed as part of the proposed Project. Additionally, the proposed Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the proposed Project records.

Upon the Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

Public Works' in-house staff with support from as-needed consultants will prepare the floor plan layout and performance specifications for the horse facility procurement, and prepare the site and utility plans to obtain jurisdictional approvals.

The purchase and installation of the modular building will be requisitioned through and accomplished in accordance with the County's purchasing policies and procedures established by ISD.

The site improvements will be completed by Public Works using a Board-approved JOC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services or projects. The existing Agoura Animal Care Center will remain operational during construction of the proposed Project.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Animal Care and Control; and Public Works, Project Management Division I.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'WTF', followed by a stylized flourish and a horizontal line.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SHK:DJT
SW:CF:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Animal Care and Control
Arts Commission
Internal Services
Public Works

August 26, 2014

ATTACHMENT

**DEPARTMENT OF PUBLIC WORKS:
AGOURA ANIMAL CARE CENTER
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I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	09/29/14
Jurisdictional Approvals	10/16/14
Issue Purchase Order (Horse Facility)	11/26/14
Modular Building Installation/Site work	02/26/15
Project Acceptance	03/26/15

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 0
Purchase Order (Horse Facility)	100,000
Job Order Contract (Site Improvements)	75,000
Change Orders	26,250
Youth Employment	0
Construction Consultants	0
Misc. Expense (Gordian Group Fees)	3,750
Telecomm Equip – Affixed to Building	0
Civic Arts	0
Subtotal	\$ 205,000
Programming/Development	\$ 0
Plans and Specifications	\$ 30,000
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	10,000
Material Testing	5,000
Cost Estimating	0
Topographic Surveys	5,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Subtotal	\$ 20,000
Miscellaneous Expenditures	\$ 0
Jurisdictional Review/Plan Check/Permit	\$ 5,000
County Services	
Code Compliance and Quality Control Inspection	\$ 10,000
Design Review	0
Design Services	0
Contract Administration	15,000
Project Management	50,000
Project Management Support Services	0
Consultant Contract Recovery	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	10,000
ISD Countywide Contract Compliance	5,000
County Counsel	0
Sheriff Job Order Contract Management	0
Subtotal	\$ 90,000
TOTAL	\$ 350,000